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Audit of Professional Services Contract No. 080173 -DK Whirlygig, Inc. CAO 3100-0910-02 August 21, 2009

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Background

Whirlygig, Inc. manages the First Friday event in return for the City paying for services necessary for the production of the event.

- Total cost of the contract: \$84,400
- Contract term: May 7, 2008 to
- June 5, 2009.

 The Office of Cultural Affairs administers this contract.

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Objectives

- Determine the Basis of Contract Award
- Review the Contract Preparation
- Review Contract Compliance
- Review Payments to Contractor
 Review Modifications and Change Orders
- Review Adequacy and Effectiveness of Contract Administration Controls

Date 10-15-09 gem 9

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Findings

We noted the following exceptions related to Contract Compliance:

- Contract Compliance:

 The Contractor did not have a City business license.

 Deliverables were not prepared in the format prescribed by the contract.

 No written operational plan addressing the Report for the City of Las Vegas to evaluate the success of First Friday with recommendations for its growth was received by the City.

 No list of sponsors was delivered to the City prior each First Friday event.

 Financial records were not prepared or maintained by the Contractor for the First Friday event.

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Findings (continued)

We noted the following exception related to a comprehensive Contract Policy and Procedure:

- A comprehensive, written contract monitoring policy and procedure does not exist.

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Findings (continued)

We noted the following Management Control exceptions that in our opinion would or could limit management's ability to effectively administer this contract:

- -No documented analyses of the Contractor's performance were prepared.
- -A checklist was not included within the Contract File to document in a summary fashion the contents of the file.



Questions

Auditor: Michael Mandolfo

Cultural Affairs Manager: Nancy Deaner

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Audit of Neighborhood Services Rapid Response Team

> CAO 1802-0910-03 September 4, 2009

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Background

- Created in February 1996
 Responsibilities include:
- Right-of-way obstruction removal
- -Graffiti abatement
- Illegal sign removal
 Draining swimming pools
 Human waste and odor removal

- Nuisance and hazard complaint response
 Use the Hansen Customer Service Request Function to track their work